

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

May 17, 2018

5:30 pm

- I. **CALL TO ORDER / FLAG SALUTE**
- II. **APPROVAL OF THE AGENDA**
 - A. Additions / Deletions
- III. **HEARING OF THE PUBLIC / MEMBERS PRESENT**
- IV. **PRESENTATION BY EMPLOYER SUPPORT OF THE GUARD AND RESERVE**
- V. **APPROVAL OF THE CONSENT AGENDA**
 - A. Draft minutes of the May 3, 2018 regular Board of the Board of Fire Commissioners and Board of Volunteer Firefighters meeting.
 - B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #20334 through #20368 in the amount of \$155,262.18.
 - 2017 Capital Improvement Project Fund 306 (Acct#6639) checks #20369 in the amount of \$19,680.52.
 - C. Payroll #5A 2018 in the amount of \$1,068,459.76.
- VI. **COMMITTEE REPORTS**
 - A. Thurston County Medic One
E.M.S. Council Commissioner Kirkbride
 - B. Thurston 9-1-1 Communications (TCOMM)
Administration Board Commissioner Wilson

- C. City / District Liaison
Communication updates Commissioners Kirkbride & Wilson

- D. Thurston County Fire Commissioners Association
Regular meeting Commissioner Dobry

- E. Thurston Regional Planning Council
Status report Commissioner Dobry

- F. Community Outreach
Status report Staff

- G. Nisqually Tribe
Status report Staff

- H. Capital Facilities and Equipment Activities Staff

VII. OLD BUSINESS

A.

VIII. NEW BUSINESS

- A. Hospital Capacity Stakeholder Committee Appointment: Discussion/Potential Action

IX. ADMINISTRATIVE REPORT

X. COMMISSIONER COMMENTS

XI. OTHER INFORMATION

- A. Suggestion Box
- B. Correspondence

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

XIII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: June 7, 2018 – 5:30 pm



STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE



Lacey Fire District 3

We recognize the Guard and Reserve are essential to the strength of our Nation and the well-being of our communities.

In the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.

If these volunteer forces are to continue to serve our Nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security.

Therefore, we join other employers in pledging that:

- We fully recognize, honor and comply with the Uniformed Services Employment and reemployment Rights Acts (USERRA).
- We will provide our managers and supervisors with the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We appreciate the values, leadership and unique skills Service members bring to the workforce and will encourage opportunities to employ Guardsmen, Reservists, transitioning Service members and Veterans.
- We will continually recognize and support our country's Service members and their families in peace, in crisis, and in war.

Employer

Craig R. McKinley

Craig R. McKinley
National Chair, ESGR

James N. Mattis

James N. Mattis
Secretary of Defense

Date



THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

May 3, 2018

Present:

Chair Kirkbride
Vice Chair Wilson
Commissioner Ryder
Commissioner Dobry
Commissioner Roberts

I. CALL TO ORDER / FLAG SALUTE

Chair Kirkbride called the meeting to order at 5:30 p.m.

II. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as published.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

Olympic Ambulance Director of Thurston County Operations Chris Clem gave a brief update on the transition of a part time unit to full time. This will create six full time jobs. One position has been filled.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the April 19, 2018 regular Board of the Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #20273 through #20312 in the amount of \$44,434.09.
- 2017 Capital Improvement Project Fund 306 (Acct#6639) checks #20316 through #20318 in the amount of \$14,584.71.

C. Payroll #04B 2018 in the amount of \$365,941.03.

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One E.M.S. Council

No report. The next meeting is May 16, 2018.

B. Thurston 9-1-1 Communications (TCOMM) Administration Board

Commissioner Wilson attended the May 2, 2018 meeting and reported the following agenda items discussed:

- Public Radio System Update – Executive Director Keith Flewelling and Deputy Director Wendy Hill are presenting updates to City Councils and will present at the Lacey City Council meeting tonight. The next phase will be to meet with the state legislators in the summer. Needing legislative approval to increase the tax from .1% to .2%.
- Financial Report Update – Excellent audit with no problems.
- Annual Report is now available on the website.
- Smart 911 will be available on May 21, 2018. An informational program is in development.
- Operations Area Remodel – Installation of new carpet and siding. Consoles will be relocated to the first floor temporarily during the remodel. Meeting rooms will not be available for use during the remodel.
- Chehalis Tribe Police Partnership – The Chehalis Tribe is working with TCOMM in the Chehalis Tribal areas.

C. City / District Liaison Communication updates

The next meeting is June 19, 2018. Chief Brooks will follow up with City Manager Spence regrading Station 33 annexation and scheduling a state of the District presentation to the City Council upon his return from traveling.

D. Thurston County Fire Commissioners Association Regular meeting

- Upcoming Meetings
 - Strength of Purpose meeting is May 7, 2018.
 - Thurston County Fire Commissioners Meeting is May 15, 2018 located at the Mark Noble Regional Fire Training Center. City of Olympia Fire staff will host a tour.
- WA Fire Commissioners Association Board Meeting – Commissioner Dobry attended the June 30, 2018 meeting located in Ocean Shores and reported the following highlights:

- Healthcare Rates– Possibility of premium rate increase for 2019. Rates will be determined in July.
- Spring Seminars Series – 75 members attended the Spokane seminar and 180 attended the Ocean Shores seminar. Due to the feedback of unsatisfactory accommodations at the Ocean Shores Shilo, the association will not host the event at that location next year.
- Member Services Coordinator Position – Member Services Coordinator Amber Noland is relocating and gave notice of her resignation. Currently in the process of seeking a replacement by June. A farewell celebration is July 6, 2018.
- Healthcare Manager – Anne Marvin was selected to fill the position.
- Healthcare Program Audit – Currently in preparation for the 2017 audit. The 2016 audit was performed two months ago. The final report has not been received and the exit audit has not been scheduled.
- Annual Conference registration fee will increase to \$330 per person.
- WA State Fallen Firefighters Memorial Service – A \$500 donation to support the ceremony was approved.
- Conference Auction – Accepting donations.

E. Thurston Regional Planning Council
Status report

The next meeting is May 4, 2018.

F. Community Outreach
Status report

Chief Brooks reported the following updates and events:

1. District Volunteer Recognition Luncheon – The April 20, 2018 event was well attended. It was a great opportunity to recognize the volunteers.
2. Olympia Master Builders Home/Garden Show – The District had a presence at the April 28-29, 2018 event located at the Marcus Pavilion.
3. Lacey S.T.E.M. Fair – May 5, 2018 located at Huntamer Park. Crews will be onsite with a dedicated table.
4. Homeowners Association Annual (HOA) Meetings:
 - North Ridge – Commissioner Roberts attended the April 26, 2018 meeting located at Station 33. Approximately eight attended. She presented the Capital Facilities & Equipment Update video and talked about the Smart 911 program.
 - Eagle Cliff – Commissioner Dobry attended the April 27, 2018 meeting located at Station 35. Approximately 18 attended. He distributed the Smart 911 informational brochure.

5. Chaplain Training Sessions – The District will host the training May 18th & 19th. County agencies were invited to attend. A total of 11 will participate. Three of the eleven participants will be our newest District Chaplains.
6. Lacey Spring Fun Fair – The District will host a free car seat clinic on May 19, 2018 located at Station 31.

G. Nisqually Tribe
Status report

No report.

H. Capital Facilities and Equipment Activities
Staff

Chief Brooks reported that F.E.T. Director Matt Chambers will be attending the National Station Design Conference in Texas next week. He will also travel to the Pierce Manufacturing Inc. in Wisconsin the following week to finalize the engine drawing review for the new engine design. He reported that staff will meet with Rice Fergus Miller on May 14, 2018 to discuss the station design and engineering elements.

VI. OLD BUSINESS

A. None

VII. NEW BUSINESS

A. None

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates:

1. April 2018 Financial Report – Chief Brooks presented the report. He highlighted that we are at 102% ahead in projected revenue and under 1.3% in expenses.
2. Chief's Travels – Chief Brooks will be out of the office for the May 17, 2018 regular Board meeting. Deputy Chief Dickson will staff the Board meeting in his absence.

IX. COMMISSIONER COMMENTS

Commissioner Roberts thanked staff for hosting the Volunteer Recognition Luncheon.

Commissioner Dobry thanked staff for hosting the Volunteer Recognition Luncheon. He gave a brief report on the status of the letter regarding the hospital capacity concern. He stated that he is working with Kirk Hardin and Cindy Hambly on how to approach this concern in a unified way involving the

emergency response community and stakeholders. Commission Dobry will put together a meeting of stakeholders and will reach out to the hospital to confirm their current capacity and inquire what their current plan is. Chair Kirkbride requested an action item be added to the agenda for the next regular Board meeting to appoint Commissioner Dobry to take on this task.

Commissioner Ryder commented that she appreciated the Sexual Harassment Training and Volunteer Recognition Luncheon. She stated that she signed up for the Smart 911.

Vice Chair Wilson commented that she enjoyed attending the Volunteer Recognition Luncheon. She attended the Medical Reserve Corps Volunteer Appreciation last night and reported that Commissioners Edwards and Blake highlighted county wide volunteerism to include emergency services. She recommended that the District provide a welcome presentation for all HOA meetings held in District conference rooms. She suggested that staff discontinue to inquire the HOA's interest to accept the presentation and to inform the user to anticipate a welcoming on behalf of the District.

Chair Kirkbride thanked Finance Director Dale Hough for providing the finance reports. He announced that the Executive Emergency Management Seminar is June 18, 2018. The topic will address unsheltered homeless persons and an integrated emergency management course. RSVP via email to attend.

The Board gave their sentiments to Chief Brooks and Mrs. Lee on their travels.

X. OTHER INFORMATION

A. Suggestion Box – None

B. Correspondence – None

Chief Brooks announced that the District will conduct Lt. Don Bowman's formal retirement ceremony on June 19, 2018. He will keep the Board informed of details.

HEARING OF THE PUBLIC / MEMBERS PRESENT

Volunteer Coordinator Jim Dickson stated that he and Volunteer Firefighter Gwen Morton attended the North Thurston High School Career Day and the Lacey South Sound Chamber Military Appreciation Days. He stated that he made incredible connections at both events. He continues to receive positive results on his monthly visits to Joint Base Lewis McChord.

XI. ADJOURNMENT

Chair Kirkbride adjourned the regular board meeting at 6:13 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: May 17, 2018 – 5:30 pm



Lacey Fire District 3, WA

Check Report

By Check Number

Date Range: 05/17/2018 - 05/18/2018

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: 001-GENERAL FUND							
997 1121207 1121208	ALARM CENTER/CUSTOM SECURITY Invoice Invoice	05/17/2018 05/17/2018	05/18/2018 Sta. 33 and Sta. 35 Kitchen Door Activatio Sta, 33 Kitchen Door Activation	Regular	0.00 0.00 0.00	3,739.12 1,869.56 1,869.56	20334
1356 1440129041	CENTURYLINK - BUSINESS SVS Invoice	05/17/2018	05/18/2018 Invoice # 1440129041 Phone Expenses -	Regular	0.00	554.99	20335
151 5/2/18 #360-412-	CENTURYLINK - LOCAL Invoice	05/17/2018	05/18/2018 5/2/2018 - Monthly Phone Exp., #360-41	Regular	0.00	229.17	20336
704 13999	CITY OF LACEY Invoice	05/17/2018	05/18/2018 Fuel - April, 2018	Regular	0.00	3,565.51	20337
665 5/2/18 Acct. #84 5/6/18 Acct #849	COMCASTCABLE Invoice Invoice	05/17/2018 05/17/2018	05/18/2018 May 2018 - Phone & Internet Services May 2018 - S32 High Def.	Regular	0.00 0.00	1,402.29 1,391.73 10.56	20338
1485 92428 92439	DAN DAN THE LOCKSMITH MAN / DANIEL RUBI Invoice Invoice	05/17/2018 05/17/2018	05/18/2018 Station 33 Door Repairs Station 31 Door Repairs	Regular	0.00 0.00	2,135.86 796.79 1,339.07	20339
113 INV180673	ECMS INC Invoice	05/17/2018	05/18/2018 Bunker Gear Maintenance Work Order 40	Regular	0.00	1,312.79	20340
1173 LFR23	FITNESS INSTALLERS & TECHNICIANS INC Invoice	05/17/2018	05/18/2018 Quarterly Fitness Equipment Maintenanc	Regular	0.00	566.28	20341
25080 5/11/18 B Hulse 5/11/18 Hulse Re 5/8/18 Hulse Rei	HULSE II, TIMOTHY S Invoice Invoice Invoice	05/17/2018 05/17/2018 05/17/2018	05/18/2018 Hulse - Coop Communication Testing Rei T. Hulse - Florida Training Transportation Hulse - Equipment Room Supplies Reimb.	Regular	0.00 0.00 0.00	736.28 329.00 379.00 28.28	20342
71 430423	HUNG RIGHT DOORS LLC Invoice	05/17/2018	05/18/2018 Sta. 31 Bay Doors	Regular	0.00	1,684.14	20343
480 INV177016 INV177331 INV179520	LN CURTIS & SONS INC Invoice Invoice Invoice	05/17/2018 05/17/2018 05/17/2018	05/18/2018 Hose Rack SCBA Mask Parts Wildland PPE	Regular	0.00 0.00 0.00	6,054.32 2,672.63 3,188.68 193.01	20344
484 642510B-7	MCKINNEY'S APPLIANCE CNTR Invoice	05/17/2018	05/18/2018 Sta. 31 Dishwasher Control Repair	Regular	0.00	297.24	20345
1077 8330085649	MOTOROLA SOLUTIONS, INC Invoice	05/17/2018	05/18/2018 Radio Repairs	Regular	0.00	370.26	20346
118 75585	POPE, HOUSER & BARNES, PLLC Invoice	05/17/2018	05/18/2018 Legal Services - INV #75585	Regular	0.00	348.00	20347
418 5/7/18 - 3000000	PUGET SOUND ENERGY INC Invoice	05/17/2018	05/18/2018 5/7/18 - Electric & Natural Gas	Regular	0.00	7,151.46	20348
1336 250550	PURE WATER PARTNERS Invoice	05/17/2018	05/18/2018 Water Cooler Rentals - Q2 - 2018, Invoice	Regular	0.00	1,254.53	20349
1405 5/1/18 - #902108	RAINIER CONNECT Invoice	05/17/2018	05/18/2018 5/1/18 - Internet Web Hosting	Regular	0.00	14.95	20350

Check Report

Date Range: 05/17/2018 - 05/18/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
365	SEA-WESTERN INC	05/18/2018	Regular	0.00	1,912.45	20351
205508	Invoice	05/17/2018	Black 1044 W/ Defender Visor Traditional	0.00	1,706.30	
205636	Invoice	05/17/2018	MSA Mask Cleaner	0.00	206.15	
1473	SMARSH INC.	05/18/2018	Regular	0.00	399.79	20352
INV00370352	Invoice	05/17/2018	Text Archiving - April 2018	0.00	399.79	
1290	SOUTH PUGET SOUND COM COLLEGE	05/18/2018	Regular	0.00	159.00	20353
18EM76	Invoice	05/17/2018	Inv #18EM76 -SPSCC Facility Rental -DC O	0.00	159.00	
306	STERICYCLE INC	05/18/2018	Regular	0.00	20.72	20354
3004249890	Invoice	05/17/2018	Station 33 & 35 Biohazard Waste Remova	0.00	20.72	
311	TAGS TROPHIES	05/18/2018	Regular	0.00	23.94	20355
193488	Invoice	05/17/2018	Office Door Signs for ISU Coordinator	0.00	23.94	
1314	TAKE AIM, LLC	05/18/2018	Regular	0.00	3,021.63	20356
5942,5944,5945,	Invoice	05/17/2018	Uniforms INV #5942 - 5984	0.00	1,028.35	
5966	Invoice	05/17/2018	Uniforms - Volunteer NameTapes	0.00	176.26	
5967 & 5994	Invoice	05/17/2018	Logo Wildland Coat Applicaton	0.00	484.16	
5968	Invoice	05/17/2018	Name Tapes Sewn on Wildland Coats	0.00	171.36	
5995	Invoice	05/17/2018	Uniforms - VFF Kamke	0.00	67.23	
5996	Invoice	05/17/2018	Uniforms -VFF Bain	0.00	68.54	
5997	Invoice	05/17/2018	Uniforms - VFF Wheeler	0.00	131.42	
5999	Invoice	05/17/2018	Uniforms - VFF S. Harn	0.00	86.81	
6001,6002,6005,	Invoice	05/17/2018	Uniforms INV #6001-6008	0.00	645.61	
6003	Invoice	05/17/2018	Uniforms	0.00	10.88	
6004	Invoice	05/17/2018	Uniforms - VFF Adams	0.00	77.25	
6006	Invoice	05/17/2018	Uniforms -VFF C. Johnson	0.00	73.76	
888	TEMP CONTROL MECH SVS CORP	05/18/2018	Regular	0.00	585.34	20357
073052	Invoice	05/17/2018	Station 31 Diagnostic Test	0.00	334.87	
073080	Invoice	05/17/2018	VRF AC Repair	0.00	250.47	
1377	THOBURN, Ph.D., JOHN	05/18/2018	Regular	0.00	400.00	20358
April, 2018 -Thob	Invoice	05/17/2018	April, 2018 - Practicum Supervision	0.00	400.00	
1427	TYLER TECHNOLOGIES INC	05/18/2018	Regular	0.00	750.00	20359
025-221557	Invoice	05/17/2018	Incode PY Support - Post Production	0.00	750.00	
137	ULTRA GREEN SYSTEMS	05/18/2018	Regular	0.00	450.30	20360
61592	Invoice	05/17/2018	Janitorial Supplies	0.00	450.30	
853	UPS	05/18/2018	Regular	0.00	83.44	20361
4/28/18 - Inv. #0	Invoice	05/17/2018	4/28/18 Inv #000008XY88178	0.00	38.04	
5/5/18 Inv. #000	Invoice	05/17/2018	Shipping - Invoice #000008XY88188	0.00	45.40	
1243	US HEALTH WORKS MED GROUP WA,PS	05/18/2018	Regular	0.00	302.00	20362
0780791-WA	Invoice	05/17/2018	Medical Services - Return to Work	0.00	302.00	
251	VERIZON WIRELESS	05/18/2018	Regular	0.00	201.97	20363
9806252845	Invoice	05/17/2018	Invoice #9806252845 - 4/28/18 Cell Phon	0.00	201.97	
252	VFIS	05/18/2018	Regular	0.00	110,504.00	20364
238495114	Invoice	05/17/2018	Annual Insurance Premium - May 2018 -	0.00	110,504.00	
1392	VOYAGER FLEET SYSTEMS / US BANK	05/18/2018	Regular	0.00	2,512.77	20365
869357335818	Invoice	05/17/2018	Apparatus Fuel - April 2018	0.00	2,512.77	
1251	WA ST DEPT OF L&I, BOILER SECTION	05/18/2018	Regular	0.00	163.10	20366
297033	Invoice	05/17/2018	S31 Boiler Inspections	0.00	163.10	
1073	WESTCARE CLINIC LLC	05/18/2018	Regular	0.00	1,800.00	20367
0418LFD3	Invoice	05/17/2018	Volunteer FF Medicals	0.00	1,800.00	

Check Report

Date Range: 05/17/2018 - 05/18/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
765	ZEP SALES & SERVICE	05/18/2018	Regular	0.00	554.54	20368
<u>9003382241</u>	Invoice	05/17/2018	Wall Dispenser	0.00	554.54	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	56	35	0.00	155,262.18
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	56	35	0.00	155,262.18

Check Report

Date Range: 05/17/2018 - 05/18/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: 306-2017 CAPITAL PROJECTS FUND						
1232	RICE FERGUS MILLER INC	05/18/2018	Regular	0.00	19,680.52	20369
<u>2017111-001</u>	Invoice	05/17/2018	Design Services	0.00	19,680.52	

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	19,680.52
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	19,680.52

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 05A 2018

Checks Total Amount	319,247.80
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DIRECT DEPOSIT - KEY BANK	415,990.23
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KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	79,262.59
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	20,284.08
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	814.76
Net Tax Deposit Total	100,361.43
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UNEMPLOYMENT FUND	0.00
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WASH STATE DEPT OF RETIREMENT SYSTEMS	232,860.30
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TOTAL PAYROLL	1,068,459.76